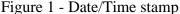
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P-CARD USER MANUAL

1099 REPORTABLE TRANSACTIONS

P-Card transaction data is downloaded from MasterCard every day to the State Controllers Office. Fiscal codes are automatically filled in the P-Card application based upon the MasterCard transaction data. The actual date and time of the latest download from MasterCard is displayed in the P-Card application:





If the MasterCard transaction data records a 1099 reportable transaction in P-Card, the **1099** field will display an "**T**" in a red field. This indicates that the subobject (**Sub**) is 1099 reportable, but the STARS Vendor Number (**STARS Vend**) and Suffix (**Sfx**) are blank or there is an invalid 1099 **Vendor ID** number.

Figure 2 - Red 1099 indicator



The STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are required for 1099 MISC reportable transactions. Make the necessary changes in the P-Card application.

If the transaction is 1099 reportable and the STARS vendor number and suffix are left blank, the MasterCard Vendor ID will be uploaded to STARS, but with no suffix. The STARS transaction will error because a suffix is required.

If the transaction is *not* 1099 reportable and the STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are left blank, the P-Card Generic Vendor is added to the transaction. To avoid having the generic vendor upload to STARS, enter the correct STARS vendor number (**STARS Vend**) and suffix (**Sfx**) in P-Card.

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